

CITY OF NEOLA, IOWA

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

FOR THE PERIOD
JULY 1, 2019 THROUGH JUNE 30, 2020

CITY OF NEOLA, IOWA
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CITY OF NEOLA, IOWA
OFFICIALS
June 30, 2020

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
	(Before January, 2020)	
Dawn Goodsell	Mayor	January, 2020
Karla Pogge	Mayor Pro Tem	January, 2020
Ethan Matthews	Council Member	January, 2020
Joe Munch	Council Member	January, 2020
Robb Lockey	Council Member	January, 2022
Nicole Schneckloth	Council Member	January, 2022
Heidi Erwin	City Clerk	Indefinite
Cline Fichter	City Attorney	Indefinite
Scott Rogers	City Attorney	Indefinite
	(After January, 2020)	
Karla Pogge	Mayor	January, 2022
Lori Eckrich	Mayor Pro Tem	January, 2024
Robb Lockey	Council Member	January, 2022
Nicole Schneckloth	Council Member	January, 2022
Ty Ungrad	Council Member	January, 2024
Richard Schuning	Council Member	January, 2024
Heidi Erwin	City Clerk	Indefinite
Cline Fichter	City Attorney	Indefinite
Scott Rogers	City Attorney	Indefinite

Gronewold, Bell, Kyhnn & Co. P.C.

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Honorable Mayor
and Members of the City Council

We have performed the procedures below, which were established at Iowa Code Chapter 11.6 to provide oversight of Iowa cities. Accordingly, we have applied certain procedures to selected accounting records and related information of the City of Neola for the period July 1, 2019 through June 30, 2020, including procedures related to the City's compliance with certain Code of Iowa requirements identified below. The City of Neola's management, which agreed to the performance of the procedures performed, is responsible for compliance with these requirements and for the City's records.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards for attestation engagements contained in Government Auditing Standards, issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed are summarized as follows:

1. We observed selected City Council meeting minutes for compliance with Chapters 21, 372.13(6) and 380 of the Code of Iowa.
2. We obtained an understanding of the City's internal controls to determine if proper control procedures are in place and incompatible duties, from a control standpoint, are not performed by the same employee.
3. We observed surety bond coverage for compliance with Chapter 64 of the Code of Iowa.
4. We obtained and observed the City Clerk's financial reports and selected bank reconciliations to determine whether the bank balances properly reconciled to the general ledger account balances and monthly financial reports provided to the City Council.
5. We scanned City funds for consistency with the City Finance Committee's recommended Uniform Chart of Accounts (COA) and to determine required funds and fund balances are properly maintained and accurately accounted for.

To the Honorable Mayor
and Members of the City Council

6. We observed the City's fiscal year 2019 Annual Financial Report to determine whether it was completed and accurately reflects the City's financial information.
7. The City had no investments.
8. We scanned depository resolutions, the City's investment policy and reporting of unclaimed property to the State of Iowa to determine compliance with Chapters 12C.2, 12B.10B and 556.1(12) of the Code of Iowa.
9. We scanned debt, including general obligation and revenue bonds/notes, and related transactions for proper authorization and compliance with Chapters 75, 384 and 403.9 of the Code of Iowa and to determine whether the debt and related proceeds and repayments were properly accounted for.
10. We scanned selected tax increment financing (TIF) transactions, including receipts, disbursements and transfers, for compliance and accurate accounting, including compliance with the TIF reporting requirements of Chapter 384.22 of the Code of Iowa.
11. We observed the City's TIF debt certification forms filed with the County Auditor, including requests for collection of reduced TIF amounts and to decertify certain TIF obligations, as applicable, for proper support and compliance with Chapter 403.19(6) of the Code of Iowa.
12. We traced selected receipts to accurate accounting and consistency with the recommended COA.
13. The City had no voter approved levies.
14. We traced selected disbursements to proper approval, adequate supporting documentation, accurate accounting and consistency with the recommended COA and compliance with the public purpose criteria established by Article III, Section 31 of the Constitution of the State of Iowa.
15. We traced transfers between funds to proper authorization and accurate accounting and to determine whether transfers were proper.
16. We traced selected payroll and related transactions to proper authorization and accurate accounting and determined whether payroll was proper.
17. We observed the annual certified budget for proper authorization, certification and timely amendment.

Based on the performance of the procedures described above, we identified various findings and recommendations for the City. Our findings and recommendations are described in the Detailed Findings and Recommendations section of this report. Unless reported in the Detailed Findings and Recommendations, items of non-compliance were not noted during the performance of the specific procedures listed above.

To the Honorable Mayor
and Members of the City Council

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on specific accounting records and related information of the City, including compliance with specific Code of Iowa requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is to report, in accordance with Chapter 11.6 of the Code of Iowa, certain agreed-upon procedures and the resulting findings and recommendations pertaining to selected accounting records and related information of the City, including the City's compliance with certain Code of Iowa requirements. This report is not suitable for any other purpose.

Gunnell, Ben, Kohn & Co., P.C.

Atlantic, Iowa
November 4, 2020

DETAILED FINDINGS AND RECOMMENDATIONS

CITY OF NEOLA, IOWA

Detailed Findings and Recommendations

For the period July 1, 2019 through June 30, 2020

- (A) Segregation of Duties - Management is responsible for establishing and maintaining internal control. A good system of internal control provides for adequate segregation of duties so no one individual handles a transaction from its inception to completion. In order to maintain proper internal control, duties should be segregated so the authorization, custody and recording of transactions are not under the control of the same employee. This segregation of duties helps prevent losses from employee error or dishonesty and maximizes the accuracy of the City's financial statements. Generally, one individual has control over each of the following areas for the City:

- (1) Cash - handling, reconciling and recording.
- (2) Receipts - opening mail, collecting, depositing, recording, reconciling and posting.
- (3) Disbursements - purchasing, invoice processing, check writing, mailing, reconciling and recording.
- (4) Payroll - recordkeeping, preparing and distributing.
- (5) Utilities - billing, collecting, depositing and posting.
- (6) Financial reporting - preparing and reconciling.
- (7) Journal entries - preparing and recording.

Recommendation - We realize segregation of duties is difficult with a limited number of employees. However, the City should review its control procedures to obtain the maximum internal control possible under the circumstances utilizing currently available staff, including elected officials. Independent reviews of reconciliations should be documented by the signature or initials of the reviewer and the date of the review.

- (B) Bank Reconciliations - The cash balances in the City's general ledger were not accurately reconciled to bank balances throughout the year. For the two months tested, bank and book balances did not properly reconcile, with unresolved variances of \$156 and \$1,385. In addition the bank reconciliations were not reviewed by an independent person.

Recommendation - The City should establish procedures to ensure all account balances are reconciled to the City's records monthly. Variances, if any, should be reviewed and resolved timely. An independent person should review all bank reconciliations and document their review by signing or initialing and dating the reconciliations.

- (C) City Council Meeting Minutes - Minutes for the meetings during the four meetings tested were not properly signed by the Mayor.

Recommendation - In addition to the City Clerk, the City should also have the Mayor authorize the minutes by also signing.

CITY OF NEOLA, IOWA

Detailed Findings and Recommendations

For the period July 1, 2019 through June 30, 2020

- (D) Certified Budget - Disbursements during the year ended June 30, 2020 exceeded the amounts budgeted in the public safety, public works, health and social services, and business type activities functions. Chapter 384.20 of the Code of Iowa states, in part "Public monies may not be expended or encumbered except under an annual or continuing appropriation."

Recommendation - The budget should have been amended in accordance with Chapter 384.18 of the Code of Iowa before disbursements were allowed to exceed the budget.

- (E) Financial Condition - At June 30, 2020, the City had deficit balances in the following funds:

Debt Service	\$(49,097)
Capital Projects	(65,383)
Housing Program	(314,313)
COVID-19	(13,229)
Sewer	(56,408)
Sewer Capital Projects	(433,876)

Recommendation - The City should investigate alternatives to eliminate these deficit balances in order to return these funds to sound financial condition.

- (F) Investment Income - The City has not properly recorded the quarterly interest income received on its CD, resulting in an understatement of interest income and the value of its CD.

Recommendation - The City should record the compounded interest income received on its CD to accurately reflect interest income and the value of the City's CD.

- (G) Receipt Posting - We noted one Local Option Sales Tax receipt from the State of Iowa was improperly posted to the Road Use Tax fund.

Recommendation - A review of the receipts postings and fund accounting should be done on a monthly basis to ensure the proper accounting and reporting of receipts.

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